



John Bishop

The Organ Clearing House

63 East 9th Street #10R

New York, NY 10003

617-688-9290

john@organclearinghouse.com

www.organclearinghouse.com

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Sellers' Guidelines

When you inquire about selling an organ with our help, we will ask for the following information:

- **Photographs**
 - Photos of the organ case or façade as it appears from “The Pews.” Multiple angles are useful. If the organ is in a balcony, please provide photos from the main floor at different angles, as well as standing in the balcony.
 - The Organ Console (free-standing unit with keyboards) or Keydesk (keyboards attached to the main case of the organ). Lots of detail, please. We need to be able to read the names engraved on all the knobs, switches, and buttons. Most cameras (including phones) are good enough to take one side at a time.
 - Doorways and stairs from balcony or organ loft. And doorways from sanctuary or auditorium to the outside, where we would park a truck. Help us know if there are any obstacles to get the organ out of the building.
 - The building from outside. That allows us to know which are outside walls, and what would be involved in getting a truck up to the door.
- **Dimensions**
 - If the organ is free-standing, or in one piece, measure height, width, and depth of the entire instrument.
 - If the organ is in chambers, measure the room, and be sure your photos show how tight the organ is packed in there.
 - *We need dimensions as accurate as possible. Imagine that we will place the assembled organ inside a box. What are the smallest possible dimensions of the box?*
 - ♣ *Of course, we understand that it can be difficult to measure the height of a very large organ!*
- **History**
 - Any information you can provide about the organ’s maintenance history, has it been rebuilt, enlarged, etc.
- Why are you offering it for sale?

We will advise you as to an appropriate asking price. Be aware that our list includes more than 450 organs, and there are other sources for Buyers to choose from. If your asking

price is too high, your organ will not get much attention. Browse the available instruments on our website to get an idea of general asking prices.

Our terms for sales:

- Organ Clearing House Finder's Fee is \$2500 or 10% of actual sale price (after any negotiation), whichever is greater. The fee is payable by the Buyer, but Buyers often negotiate price to include the fee. *OCH fee is not negotiable.*
 - The OCH Finder's Fee applies whether or not there is a sale price.
- We will assist in negotiations between Buyer and Seller and provide draft form for Purchase/Sale Agreement.
- Buyer is responsible for removal of the organ from your premises.
 - We strongly recommend that Seller stipulates removal to be accomplished by a professional organ company with proper insurance, to protect you against damage and liability.
 - OCH has a crew expert in all facets of pipe organ work, especially hoisting, rigging, packing, and shipping. We appreciate it when Sellers recommend our services.
- Seller should be prepared to welcome potential purchasers for audition/inspection visits.
- Since there is no formal system for titles or deeds for pipe organs, Seller should be prepared to certify that they own the organ, and that its sale would be unencumbered by lien or debt.
- Seller should require that the negotiated price is paid in full before releasing the organ to Buyer, or to Buyer's agent (dismantlers).